

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2575

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Agency

Maryland Insurance Administration

Division/Unit

Fiscal

Item No.	Description	Retention
1.	<p align="center">MIA Transmittals</p> <p>Listing of daily accounts payable transactions submitted to Annapolis for payment. Used as point of reference for posted payments.</p>	<p>Retain for 3 years and completion of legislative audit, then destroy</p>
2.	<p align="center">MIA Deposits</p> <p>Daily detail of check deposits submitted to the bank. Used as point of reference for same deposits</p>	<p>Retain for 3 years and completion of legislative audit, then destroy</p>
3.	<p align="center">MIA DAFR Reports</p> <p>Listing of all financial activity posted to FMIS (Financial Management Information System). Used as point of reference for all fiscal transactions.</p>	<p>Retain for 5 years and completion of legislative audit, then destroy</p>
4.	<p align="center">MIA Working Fund Back up</p> <p>Monthly accounting of working fund and credit card transactions. Used as point of reference for same transactions.</p>	<p>Retain for 5 years and completion of legislative audit, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature <u>Charles Sannare</u> Typed Name <u>CHARLES SANNARE</u> Title <u>DIRECTOR, FISCAL SERVICES</u>	Schedule Authorized by State Archivist Date <u>10/17/11</u> Signature <u>Edward C. Longman</u>
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